

## **What is a CV?**

A CV, short for Curriculum Vitae is a document that shows a future employer if you are a good candidate for the job. It tells them about your achievements, abilities, skills, education, interests and any previous jobs or work experience you have done.

### **What to include in your CV:**

- Your name
- Contact details (email /phone number)
- Profile (optional)
- Work history, work experience or voluntary work
- Education and qualifications
- Skills (computer skills, communication skills, languages)
- Hobbies (optional)



### **Here are some links to help you write your CV:**

- Watch a **video** on how to write a CV
- Scope CV tool on **how to write a great CV**
- Pocklington Trust **CV writing and templates**
- Watch a video on how to make sure your CV is tailored to each job you apply for, and shows off your achievements
- **What to avoid when writing a CV**

## **Do I mention my health condition or impairment to an employer in my CV?**

It is entirely up to you if you want to mention your health condition or disability in your CV.

Watch a video on whether to **tell the employer** about your disability.

The National Deaf Children's Society has information for deaf young people **here**.

## Tips

- Keep it simple
- Use positive language
- Don't give false information
- Don't not include your date of birth
- If you are posting your CV online, don't include your address

## Explore more ways to create a CV and stand out!

You could create an online video, profile, website, or other ways to make you stand apart.

The following organisations provide alternative ways to show your talents!

Make a three-dimensional profile

**NaturallyTalented Me** enables many individuals like you, to understand how your unique talents can truly make you stand out as having true potential. Their unique innovative Free to Use platform, will enable you to discover your talents and help you to build a Three-Dimensional profile that truly makes you stand out from the crowd and showcases you in order to demonstrate your true potential.

## **Download the PDF user guide**

### **Make a video CV:**

Super People is a platform that works to create video CVs.

This creative platform allows employers to get to know the character of a person and how their disability is a positive part of who they are which does not affect their ability to work. The video CV process is an effective way to make disabled jobseekers stand out from the crowd.

You can view all their videos on their website: [\*\*www.superpeople.co.uk\*\*](http://www.superpeople.co.uk), via their Facebook page [\*\*www.facebook.com/superpeopleuk\*\*](http://www.facebook.com/superpeopleuk) or [\*\*contactsuperpeople@gmail.com\*\*](mailto:contactsuperpeople@gmail.com)

### **What is a cover letter?**

A cover letter is a document you send with your CV and is written with the job you're applying for in mind. You do not have to mention your disability or health condition in the cover letter.

Find more information on writing a cover letter [\*\*here\*\*](#).